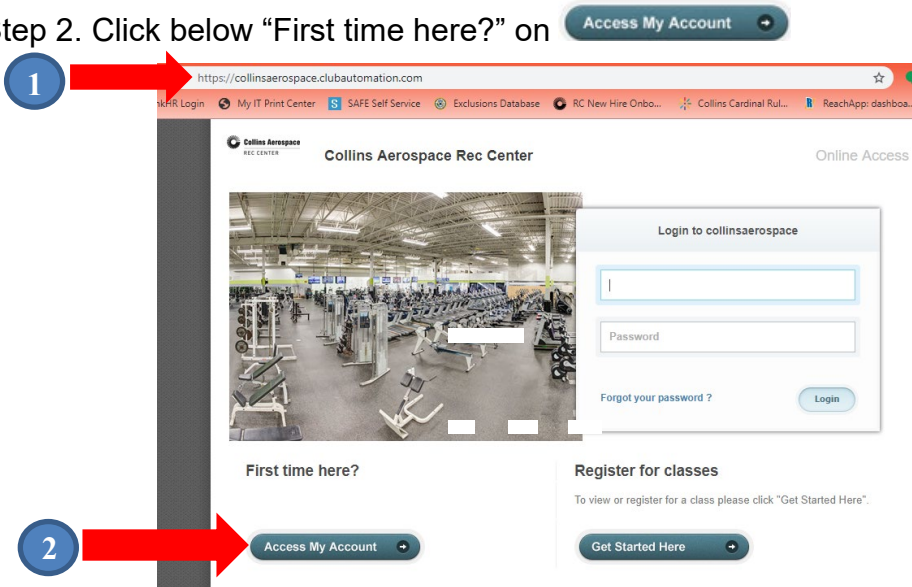


The first step to registering for classes through the app is to set up your online account through the Rec Center's Club Automation member portal.

Step 1. In a Google Chrome or Firefox browser, log into the [Club Automation website](https://collinsaerospace.clubautomation.com) through this link: <https://collinsaerospace.clubautomation.com>.

Step 2. Click below "First time here?" on



Step 3. Screen 2 - Click on Access My Account

Then follow the prompts and text boxes to complete your account set up. You will need to enter your name as it appears in our database and the email listed on your account. This only needs to be done once and then you're able to register for classes online and download the app for easy access.

## Registering for classes on the Collins Aerospace App

1. Once the app has been downloaded from your app store, log into the app using the credentials you created online through the Rec Center's member portal.



2. Click on the Classes icon located at the bottom of the screen.
3. Select the date of the class by scrolling to the left or right.
4. Once the date is selected, scroll down until you find the class that you would like to register for and tap on it.
5. The registration screen will open for the class. Tap on Sign Up located at the bottom of the screen. If more than one family member is listed, tap on the name of the person registering for the class and then tap Next.
6. A confirmation screen will open. Tap on the CONFIRM button.
7. If you have an active package on your account, it will deduct the class from your package on the date of the class. If you do not have an active package, it will ask for payment information to continue the registration process.

